

STUDENT AWARDS POLICY

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A. PURPOSE

The purpose of the policy is to provide guidance on the governance and selection criteria of Student Awards at Douglas College (the College).

B. SCOPE

This policy applies to all Student Awards administered by the College.

C. DEFINITIONS

Award: A monetary or non-monetary form of recognition of outstanding achievement (merit) or contributions to the community, or a combination of merit achievement and demonstrated financial need.

Award of Distinction: A monetary or non-monetary Award, established through the Douglas College Foundation, that acknowledges excellence within a specific program or area of study and is adjudicated through the relevant Faculty or Department.

Bursary: A non-repayable monetary Award granted on the basis of demonstrated financial need.

Emergency Bursary: A non-repayable monetary Award intended to provide short term assistance to Students experiencing unanticipated and urgent financial crisis; available only when Students have exhausted all other sources of funding.

Entrance Award and/or Scholarship: An Award or a Scholarship recognizing outstanding achievement demonstrated prior to attending Douglas College.

External Award: An Award offered by a group external to the College and neither managed nor adjudicated by the College.

Full-time Status: For Student Award purposes, refers to a Student who is enrolled at Douglas College in a minimum of 9 academic credits or otherwise deemed full time by Student Aid BC; credits earned through course challenge or audit, or standing in credit-free courses, are not counted towards this minimum.

Good Academic Standing: The status of a Student who is not on academic probation or academic suspension (see the [Academic Performance Policy](#)).

Grade Point Average (GPA): A calculation of the total points and credits for all courses represented on a term or cumulative basis. For repeated courses, the highest grade is used in the calculation for the cumulative GPA. Challenge grades are not calculated in the term or cumulative GPA. Transfer credit grades are not included in the Douglas College GPA. (Consult the transcript legend to determine what grades are eligible to be calculated in the GPA.)

Part-time Status: For Student Award purposes, refers to a Student being enrolled in at least 3 and fewer than 9 academic credits at Douglas College; credits earned through course challenge or audit, and standing in credit-free courses, are not counted towards this minimum.

Scholarship: A non-repayable monetary Award recognizing a Student's outstanding academic achievement.

Student: A person enrolled in studies at the College in credit or non-credit courses.

Student Award: For the purpose of this policy, an Award, Bursary and/or Scholarship given to a Student or Students by the College or by donors through the College.

D. POLICY STATEMENTS

1. Student Awards are established:
 - a. to recognize and/or support a Student's outstanding achievements at Douglas College;
 - b. to recognize and promote excellence; and
 - c. to assist Students in overcoming financial barriers for entry into or successful completion of their program of studies at the College.
2. Student Awards issued by the College are applied first to the Student's account. If the amount of the Student Award is greater than the fees, the excess is paid to the Student.
3. Awards and Scholarships are applicable to both domestic and international Students unless otherwise stated in the Student Award.
4. Applications are subject to audit. Students who misrepresent themselves on Student Award applications will be subject to disciplinary action and the Student Award may be revoked. Refusal

to participate in the audit may also result in disqualification for College funding and/or in disciplinary action.

5. A Standing Committee on Student Awards will set terms of reference and confirm eligibility criteria for all College-funded and donor-funded Student Awards.
6. Unless otherwise stated, Student Awards are applicable only for study at Douglas College.
7. Student Awards are applicable only for the term indicated on the notice and may not normally be deferred. Students who do not enrol in the term for which the Student Award is awarded forfeit the Student Award. Students who subsequently do not meet the minimum eligibility criteria may have their Student Award cancelled.

ELIGIBILITY CRITERIA

Awards

- Students must have a minimum GPA of 2.67 (B-).
- Students must have completed at least 9 academic credits at Douglas College and in letter-graded credit courses completed in the academic session upon which the Award adjudication is based.
- Students must have Full-Time Status in the term for which the Award will be received, unless otherwise stated in the Award.
- Students must satisfy criteria specified by the Award, unless the donor agrees to waive those criteria.

Bursaries

- Students must have a demonstrated financial need for the term in which they are receiving funds, according to Bursary assessment practices.
 - Bursaries are not expected to be a Student's sole or major source of support.
- Students must be domestic (i.e., Canadian citizens, permanent residents or refugees), unless otherwise stated in the Bursary.
- Students must be in Good Academic Standing.
- Students must have Full-Time Status in the term for which the Bursary will be received, unless otherwise stated in the Bursary.
- Students must satisfy criteria specified by the donor, unless the donor agrees to waive those criteria.

Entrance Awards

- Students must have a minimum admission GPA of 3.0, or must demonstrate academic achievements and significant contributions to their school or community.
- Students must be conditionally accepted to Douglas College.
- Students must have Full-Time Status in the term for which the Entrance Award will be received.
- Students must satisfy criteria specified by the Entrance Award, unless the donor agrees to waive those criteria.



Entrance Scholarships

- Students must have a minimum admission GPA of 3.5, or must demonstrate academic achievements or significant contributions to their school or community.
- Students must be conditionally accepted to Douglas College.
- Students must have Full-Time Status in the term for which the Entrance Scholarship will be received.
- Students must satisfy criteria specified by the Entrance Scholarship, unless the donor agrees to waive those criteria.

Scholarships

- Students must have a minimum GPA of 3.0 (B) or a GPA that ranks within the top 10% of GPAs within their Faculty or program.
- Students must have completed at least 9 academic credits at the College and in letter-graded credit courses in the academic session upon which the Scholarship adjudication is based.
 - For Students with comparable GPAs, preference will be given to Students who are enrolled in the greater amount of credits for the current semester.
- Students must have Full-Time Status in the term for which the Scholarship will be received, unless otherwise stated in the Scholarship.
- Students must satisfy criteria specified by the Scholarship, unless the donor agrees to waive those criteria.

E. PROCEDURES

See [Standard Operating Procedure](#) (for internal users)

- *Student Awards (Administration of)*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- *College Acceptance of Student Award Funds*

[College Wide Committees](#)

- Standing Committee on Student Awards Terms of Reference

[Educational Policies](#)

- *Academic Performance*
- *Admissions*
- *Grading*

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENTS

N/A